

# COMMUNITY NUTRITION TEAM

# CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

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## CACFP Institution Eligibility Criteria – Independent Governing Boards

The Final CACFP Rule, effective July 13, 2011, incorporates into the regulations governing the Child and Adult Care Food Program (CACFP) modifications, clarifications and technical changes to the two interim CACFP rules. The final CACFP rule can be viewed at: [http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/Integrity\\_Final\\_Rule.pdf](http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/Integrity_Final_Rule.pdf)

On September 26, 2011, participating agencies received a memo from our office by email describing the changes to the institution eligibility criteria. Please see the memo for complete details.

As of October 1, 2011, all nonprofit CACFP institutions must meet the definition of “independent governing board of directors,” as defined at 7 CFR 226.2. *Independent governing board of directors* means in the case of a nonprofit institution, or in the case of a for-profit institution required to have a board of directors, a governing board which meets regularly, and has the authority to hire and fire the institution’s executive director, or the agency’s CACFP Authorized Representative when he or she reports directly to the board.

For the purposes of CACFP participation in Wisconsin, this means that the President of the governing board cannot also be the Executive Director or the CACFP Authorized Representative. (The Executive Director can be the CACFP Authorized Representative.) An independent governing board of directors also prohibits a business relationship, other than serving as Executive Director or in the case of no executive director, as the Authorized Representative for the CACFP, between the board and the Executive Director or the Authorized Representative.

To meet the requirement of an independent governing board the following criteria must be met:

- The Executive Director and the Authorized Representative cannot be members of the governing board;
- The governing board members cannot be family members of each other;

- The Executive Director and the Authorized Representative cannot be a family member of any member of the governing board; and
- Board members cannot be employed by the institution.

In some situations an agency may require that an employee of the institution be on the board of directors (example agency President/CEO, Pastor, etc). In these cases the agency can create a resolution that states that the employee will not vote on any issues regarding the CACFP, including the board’s decision to retain or terminate that employee’s position. A copy of the signed and dated resolution will need to be submitted to DPI and kept in the permanent agency file.

Compliance with this requirement must be achieved as soon as possible. Therefore, institutions renewing their Program participation for FFY 2012, will be given six months to reconstitute their governing board as specified above. **The affected institutions are being sent a conditional CACFP approval letter.** These institutions will only be approved for CACFP participation through the end of March 2012, by which time the governing board must meet all of the above criteria. If the nonprofit institution does not properly reconstitute its governing board, it can be declared seriously deficient for failure to operate the CACFP in conformance with the performance standards of financial viability, organizational capability, and internal controls as outlined in the application agreement [7CFR226.6 (c)(3)(ii)(C)].

In some cases an institution holding Federal tax exempt status [501(c)(3)] may also qualify for the CACFP as a for-profit institution. In these cases the institution could voluntarily leave the Program as a nonprofit and rejoin under the for-profit criteria of the CACFP, under a new agency code. However, a for-profit institution required to have a board of directors would still need to meet all the above criteria required for a non-profit institution.

Finally, **effective as of October 1, 2012**, institution staff as listed in the online application as performing CACFP-related duties cannot be related to any member of the governing board. Please prepare to make any board structure changes to meet this additional requirement that will be implemented with the Federal Fiscal Year 2013 contract renewal.



In June 2011, First Lady Michelle Obama announced a new initiative: “Let’s Move! Child Care” to empower and encourage day care providers to do their part in ending childhood obesity. The initiative can be accessed via the following link:  
<http://healthykidshealthyfuture.org/welcome.html>

The initiative includes five child care goals (from infancy through preschool):

- 1. Physical Activity** – Provide 1-2 hours of physical activity throughout the day including outside play when possible.
- 2. Screen Time** – No screen time for children under two years. For children age two and older, strive to limit screen time to no more than 30 minutes per week during child care, and work with parents and caregivers to ensure children have no more than 1-2 hours of quality screen time per day (as recommended by the American Academy of Pediatrics).
- 3. Food** – Serve fruits and vegetables at every meal, eat meals family-style whenever possible, and don’t serve fried foods.
- 4. Beverages** – Provide access to water during meals and throughout the day, and don’t serve sugar-sweetened drinks. For children age two and older, serve low-fat (1%) or non-fat milk, no more than one 4- to 6-ounce serving of 100% juice per day.
- 5. Infant Feeding** – For mothers who want to continue breastfeeding, provide their milk to their infants and welcome them to breastfeed during the child care day. Support all new parents’ decisions about infant feeding.

“Everyone is going to see that these small changes can make a big difference. If our kids get into the habit of getting up and playing, if their palates warm up to veggies at an early age, and if they’re not glued to a TV screen all day, they’re on their way to healthy habits for life,” First Lady Mrs. Obama said. “That’s why I’m so excited about *Let’s Move! Child Care* – because I know that childcare facilities and home-based providers can be a real building block for an entire generation of healthy kids.”

The website also includes tips and resources for making nutrition fun and getting kids moving such as a healthy checklist, tools, games, and activities. You can sign up for free to be a part of *Let’s Move! Child Care* by going to the following link. Once you have signed up you will be able to complete an online checklist and receive a customized Action Plan designed exclusively for you to help reach your goals.  
<http://healthykidshealthyfuture.org/startearly/signup.html>



## New Guidance

A link to the USDA Policy Memos can be found on our website under **USDA CACFP Policy Memos** at:  
<http://dpi.wi.gov/fns/cacfp1.html>



## Food Service Financial Report for Independent Agencies Due

All for profit, nonprofit, and public agencies that participated in the Child and Adult Care Food Program (CACFP) at anytime between October 1, 2010, and September 30, 2011, must complete a Nonprofit Food Service Financial Report.

Independent agencies (only one site) participating in the program report annually using form PI-1463, *Nonprofit Food Service Financial Report for Independent Centers*. A copy of this form can be found on the DPI website below. This form reflects the total actual costs and income incurred in your agency’s food service program during the period of October 1, 2010 – September 30, 2011. This report is due to DPI no later than November 1, 2011. Please contact Cari Ann Muggenburg at the phone number or email below if you have any questions or need an extension of this due date.

Sponsoring Organizations (two or more sites on the CACFP) participating in the program should have already been reporting actual costs and income incurred in your agency’s food service program on a quarterly basis. All Sponsoring Organizations of affiliated Child or Adult Centers should be using form PI-1463-A, *Nonprofit Food Service Financial Report for Sponsoring Organizations of Centers*, found in Guidance Memorandum #11. All Sponsoring Organizations of Homes should be using form PI-1463-B, *Nonprofit Food Service Financial Report for Family Day Care Home Sponsors*, found in Guidance Memorandum F. The third quarter report was due into our office on September 1, 2011. The fourth quarter report should reflect actual food service program income and costs incurred during the period of July 1, 2011 – September 30, 2011. The fourth quarter report is due to DPI no later than December 1, 2011.

All Nonprofit Food Service Financial Reports should be sent by either email to [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov), fax at 608-267-0363, or postal mail to Department of Public Instruction, Attn: Cari Ann Muggenburg, PO Box 7841, Madison, WI 53707-7841. You will only receive a confirmation of receipt if the form is sent via email. Failure to submit this report by the required due date may affect your agency’s future participation in the CACFP. A blank copy of all forms mentioned above, including all Guidance Memorandums, can be found at our website at: <http://dpi.wi.gov/fns/>. Click on the “CACFP Memos” located on the left hand side of the page, and then click on the appropriate set of Guidance Memorandums. If you have any questions please contact Cari Ann Muggenburg by phone at 608-264-9551, or email at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov).

# FFY 2012 On-line Application

The online application for the CACFP for federal fiscal year (FFY) 2012, was due in our office on Monday, September 19, 2011. (An email notification was sent to your agency regarding this Program matter on August 25, 2011.) **If you have yet to submit the online application please do so as soon as possible.**

All institutions must complete and submit the online CACFP application (as well as any applicable support documentation) to maintain eligibility for meal reimbursement effective October 1, 2011. **October 2011 claims will not be paid for any application not approved by November 30, 2011.** If you are in need of assistance please contact your assigned consultant.



## Child Care Wellness Grant

**What is Wellness?** According to Encarta's World English Dictionary, *wellness* is defined as mental and physical soundness; physical well-being, especially when maintained or achieved through *good diet* and *regular exercise*. Recognizing the importance of child care settings in helping our youngest children get a healthy start, DPI is excited to work with the agencies that have been selected to receive *CACFP Child Care Wellness Grant* funding (see list at end of article). Training workshops and our hot-off-the press *Active Early/Healthy Bites* resources will assist early child education professionals to help implement and/or strengthen their *wellness* policy, specifically in the areas of *nutrition* and *physical activity*.

**Guide books:** The new DPI publications, *Healthy Bites, A Wisconsin Guide for Improving Childhood Nutrition* and *Active Early, A Wisconsin Guide for Improving Childhood Physical Activity* will be distributed during the training and will become available online for *all* child care providers. Visit the Child Care Wellness Grant website for this announcement and for other valuable resources and guidance:

<http://dpi.wi.gov/fns/cacfpwellness.html>.

### Congratulations Grant Recipients!

62% of the eligible applications received the grant, representing 65 agencies, 147 sites, and 11,736 children!

ADVOCAP - Head Start, Appleton Community CCC, Atonement Lutheran Church, Boys & Girls Club - Dane County, Boys & Girls Club - Green Bay, Boys & Girls Club - Greater Chippewa Valley, Building Blocks Learning Center, Busy Bee CC & ELC, Busy Bee Day Care Center, CAP's Services, Children's Discovery Center, CDC of St. Joseph, Cerebral Palsy Inc., Community Action of Rock & Walworth County, Community Child Care Center, Cradles 2 Crayons Child Care,

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Dane County Parent Council Head Start, Davis Child Care Center, Ebenezer CCC, Encompass Early Education, Faith Child Care, Family Forum, Inc., Fig Tree Child Care Center, First Lutheran Church CC, Grandma's Place Preschool, Heartlove Inc, Jefferson County Head Start, Jericho Road Ministries, JFK Child Care, Kettle Moraine YMCA, Kids Depot (Calvary Baptist Church), Kid's Stuff, Kid's Stuff -Boscobel, Kidz in Motion, La Causa, Inc., La Crosse Area YMCA, La Farge Community CC, Little Sprouts Discovery Center, Madison Area Tech College, Marlas CD Academy, Next Generation Now, Nicolet Area Technical College, Oneida Head Start, Oshkosh YMCA Child Development Center, Playful Kids Learning Center, Plymouth Children's Center, Racine Kenosha CAA - Head Start, Rainbow CC, REACH Inc., Sheboygan Human Rights Association - Head Start, Shining Stars Learning Center, Small World Child Care, St. Edwards CDC, St. Mary's Hospital Early Childhood Center, Starbright Child Care, Stevens Point YMCA, Sunny Day Preschool & DC, The Pumpkin Patch, Thedacare, University Children's Center, UW Eau Claire, World of Wonders ELC, Young Child Development Center, YWCA Childcare & Learning Center (Green Bay), and YWCA Rock County.

## Guidance Memorandum Updates Coming Soon

Look for revised State Agency Guidance Memorandums 2, 9, and 12; hard copies will soon be mailed and also available to download at: <http://dpi.wi.gov/fns/guidememos.html>. Guidance Memorandums 1, 3, 5, 6, 8, 9, 12, and 13 were revised and sent out in June 2011.

## Summer Training Success

The training conference held this summer at the Chula Vista Resort in Wisconsin Dells was well attended and a great success! If you didn't have the opportunity to attend or just want more information from the training, check out our website at: <http://dpi.wi.gov/fns/cacfptrain.html>. The website includes pictures, handouts, and powerpoint presentations from the conference. A brand new resource, CACFP Menu Planning Guide, was given out at the training. It is a toolkit intended to serve as a practical, how-to guide to following meal planning at your child care home or center. If your agency did not attend training and would like a copy, you can either download it <http://dpi.wi.gov/fns/pdf/menu-planning-guide-web.pdf> or contact Barbara Douglas by email at [barbara.douglas@dpi.wi.gov](mailto:barbara.douglas@dpi.wi.gov) to request a hard copy to be mailed.

## CACFP Forms Translated into Spanish and Hmong

A number of the CACFP Guidance Memorandum forms have been translated into Spanish and Hmong. Please visit our website at: <http://dpi.wi.gov/fns/guidememos.html>. Look for additional translated forms available on our website soon.

# Division for Finance & Management

Community Nutrition Programs FAX . . (608) 267-0363

## Community Nutrition Team

Amanda Kane, RD, CD,

Director . . . . . (608) 267-9123

Amy Kolano, RD, CD, Coordinator,

Summer Food Service Program . . . . . (608) 266-7124

Cari Ann Muggenburg, Auditor-Senior. . . (608) 264-9551

Linda Handel, RD, CD Grant Specialist . . . (608) 267-1283

Barb Douglas, Office Operations Associate. (608) 267-9129

Ellen Sullivan, RD, MS, CD

Team Leader . . . . . (608) 267-1070

## Nutrition Program Consultants

Moryah Becker, RD . . . . . (608) 266-9982

Lisa Calderone . . . . . (608) 266-5763

Megan Dobesh, RD, CD . . . . . (608) 267-9122

Renee Drake . . . . . (608) 266-3874

Kim Musiedlak . . . . . (608) 264-9542

Monica Owsich, RD, CD . . . . . (608) 267-2373

Molle Polzin, RD, CD . . . . . (608) 267-9210

Mike Ryan . . . . . (608) 267-9130

Jill Schneeberg . . . . . (608) 261-6334

## Federal Aids and Audit Fiscal Unit

Federal Aids and Audit FAX . . . . . (608) 267-9207

Jacque Jordee, Accountant . . . . . (608) 267-9134

Rick Fairchild, Accountant . . . . . (608) 266-6856

Home Page  
<http://dpi.wi.gov/fns>



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## CACFP Today

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Kimberly Musiedlak  
Nutrition Program Consultant  
Wisconsin Department of Public Instruction  
P. O. Box 7841  
Madison, WI 53707-7841  
608-264-9542 or 1-800-441-4563  
[Kimberly.Musiedlak@dpi.wi.gov](mailto:Kimberly.Musiedlak@dpi.wi.gov)  
<http://dpi.wi.gov/fns>



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## October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
	National Apple Month <a href="http://www.usapple.org/consumers/for-educators">www.usapple.org/consumers/for-educators</a>					8
2	3	4	5	6	7	
9	10	11	12	13	14	15
	Fire Prevention Week <a href="http://www.firepreventionweek.org">http://www.firepreventionweek.org</a>					Claim Due <sup>2</sup>
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
	Nonprofit Food Service Financial Report for Independent Agencies is due November 1, 2011					
6	7	8	9	10	11	12
					Veterans Day	
13	14	15	16	17	18	19
		Claim Due <sup>2</sup>				
20	21	22	23	24	25	26
				Thanks-giving Day		
27	28	29	30			

## December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
In season... Bananas, Grapefruit, Mushrooms, Onions and Leeks, Oranges, Pears, Potatoes, Sweet Potatoes and Yams, Turnips, Winter Squash				Qtrly NPFS Report Due <sup>1</sup>		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
				Claim Due <sup>2</sup>		
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Happy Holidays					

<sup>1</sup>Qtrly NPFS - Quarterly Nonprofit Food Service (Report Due for Sponsors of more than 1 site only)

<sup>2</sup>Claim Due - CACFP reimbursement claim is suggested to be submitted by the 15<sup>th</sup> of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

\* DPI State Offices Closed

All of the CACFP Newsletters are available electronically on our website at: <http://dpi.wi.gov/fns/news/trent.html>.